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## **WordPerfect Menus: Little Used Options**

*by Richard C. Belthoff, Jr.*

In the last issue, I discussed several WordPerfect features that should be used frequently by most everyone. In this issue, I thought I'd point out little known (or little used) features that are buried (or overlooked) in the drop-down menus. WordPerfect is chock full of features. You just have to look for them.

### **File Menu**

Like most Windows' programs, the WordPerfect File menu contains the standard menu items — like Open, Close, Save, Save As — but there are also a few non-standard ones.

For example, on the WordPerfect 10 File Menu, there is a new, non-standard one: Signature. This feature allows you to digitally sign your documents before sending to someone else. Of course, you must first obtain a digital certificate from a digital certificate authority (these can be found on the Web). Once installed on your computer, you can then use the digital certificate to authenticate your documents.

Another option on the File Menu is Publish to HTML. This allows you to take a standard WordPerfect document and convert it to HTML format.

The last obscure but useful feature is Publish to PDF. This feature allows you to create PDF files from your WordPerfect documents. PDF is a standard format used for documents published on the Web and elsewhere. Since the PDF file reader is free ([www.adobe.com](http://www.adobe.com)), people generally have no trouble reading PDF files, while they might have trouble reading a WordPerfect file.

### **Edit Menu**

The Edit Menu contains the usual items, like Cut, Copy, and Paste, but on the WordPerfect 10 Edit Menu you can also find Append, Convert Case, and Select.

The Append option allows you to copy multiple selections of text to the Clipboard. Generally, if you select text and copy it to the Clipboard the original contents of the Clipboard get overwritten. However, if you use the Append feature, you can copy multiple selections to the Clipboard to create one unit and then past the multiple selections as one. This avoids your having to Copy and Paste multiple times.

Convert Case is a useful feature for adjusting the capitalization of words and sentences. Your three options are: lowercase, uppercase, and initial capitals.

The last menu item is Select. This allows you to select individual portions of a document quickly. Your options are Section (i.e., Page, Secondary Page, Chapter, or Volume), Sentence, Paragraph, Page, All, Tabular Column, Rectangle, or Select Table. Instead of clicking and dragging to select an entire

paragraph, and possibly missing the beginning or end, you can just click Edit, Select, Paragraph to select the entire paragraph.

## View Menu

From the View menu, you can choose to view your document in Draft, Page, or Two Page mode. You can also choose which Toolbars to display, turn the Ruler on or off, or display Guidelines. The Shadow Cursor can also be turned off on the View Menu.

One feature I use a lot is Table Gridlines. Most of the time, I leave the display of Gridlines on so that I can see the boundaries of cells that do not have borders. However, if I want to preview the Table to see what it really looks like, I turn off Table Gridlines.

## Insert Menu

The Insert Menu includes several useful features. For example, you can insert a Watermark from the Insert Menu. Watermarks can include text or graphics that repeat on each page, like a header or footer. You can use them to insert something like “Draft” in large light gray letters on each page of a document.

You can also insert graphics, lines, and shapes from the Insert Menu. The Shapes menu item includes several neat options, including call-outs. While these are not used often in legal documents, they are still neat toys.

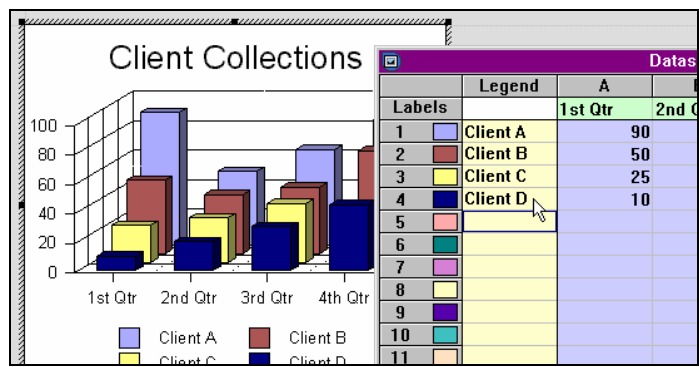


Figure 1.

One feature I do find useful is Chart. This is a simple add-on program that adds charts to your documents (see Figure 1). I find it easier to use than Quattro Pro. It is a useful feature for displaying data in a simple chart, such as collections from various clients, or other number intensive information.

## Format Menu

On the Page sub-menu, you can find Suppress, Delay, and Force Page. Suppress will suppress the display of a header or footer on designated pages. Delay is useful for inserting codes that don't come into play for several pages. For example, you might want to adjust the margins on page 5, but not 1-4. Force Page is useful if you need to ensure that the next page in a document is either odd or even. This is very useful if you're working on a book and want the chapter to start on an odd page. You would use this in lieu of Insert, New Page, which just inserts a new page without designating whether it's odd or even.

Make It Fit can be useful if you need to make a document fit within a specified number of pages (but don't run afoul of court rules on font size and other spacing).

If you want more manual control over the look of your document, check out the tools on the Typesetting sub-menu. The Word/Letter Spacing option allows you to adjust the spacing of letters and words by expanding or condensing. You can also adjust line heights. The Automatic Kerning option on the Word/Letter Spacing dialog will “kern” letter pairs for you (i.e., adjust the space between certain letter pairs so that there is not a large gap between the letters, such as “T” and “o”).

## **Tools Menu**

I'm skipping the Table menu and going right to the Tools Menu. Two very useful features are QuickCorrect and QuickWords. QuickCorrect will correct your typing errors as you make them. For example, QuickCorrect will change the non-word "alot" into "a lot" (it amazes me how often I see alot in a document — it's like using "maybe" when you mean "may be"). You can insert your own corrections as well.

QuickWords is a more sophisticated version of QuickCorrect. Instead of just working with a word or two, you can work with longer pieces of text, graphics, or even files. If you have a standard signature line, you can make it into a QuickWord and type the shortcut for it in a document (e.g., something like \signature, and WordPerfect will expand it for you automatically).

The Reference sub-menu item is also quite useful. I still see people numbering documents by hand and then inserting cross-references by hand. Using the Cross-Reference feature, available on the Reference sub-menu, will save you a lot of time if you need to renumber a document.

## **Help**

I also skipped the Window menu because of its simplicity, but I didn't want to overlook the most useful menu of all: Help.

I cannot count the number of silly questions I've been asked over the years that could easily have been answered by checking WordPerfect's online Help system. The usual excuse is "I didn't have time to look it up", so I respond that I don't have time answer (I'm hoping to breed some type of independence). Anyway, there is a ton of information in WordPerfect's Help system. You should always consult it first if you have a question.